

City of Fort Smith, Arkansas
Minutes of the Streets, Bridges and Associated Drainage
Capital Improvements Plan (CIP) Advisory Committee Meeting
February 16, 2017

A meeting of the Streets, Bridges and Associated Drainage Capital Improvement Plan (CIP) Advisory Committee was called to order at 12:00 p.m. on February 16, 2017, in the Planning Conference Room #326 of the City by Robert Brown.

Committee members present:

Stan Vlademar – Ward 1
Tiffinee Baker – Ward 2
Robert Brown – Ward 3
David Armbruster – Ward 4
Philip Rosar – Ward 4

Committee members absent:

Aaron St. Amant – Ward 3 (Chairperson)
Nathaniel Deason – Ward 4

City Staff Present:

Stan Snodgrass, Director of Engineering
Jennifer Stevens, Accounting Technician
Jennifer Walker, Director of Finance
Jeff Dingman, Deputy City Administrator
Greg Riley, Director of Operations

Stan Snodgrass stated a chairperson needed to be selected due to the Chairman, Aaron St. Amant, not being present. Stan Vlademar nominated Robert Brown, seconded by David Armbruster, to be the acting chairperson. All 5 committee members were in favor with 0 opposed.

Minutes of the January 12, 2017 Meeting

Robert Brown made the motion to approve the minutes from the meeting and Stan Vlademar seconded the motion. The minutes were approved 5 in favor and 0 opposed.

New Business:

Robert Brown asked Jennifer Walker for an update on the allocation report of city CIP funds to different departments. Jennifer stated that the city has hired the accounting firm of Przybysz & Associates to look into the various allocation funding throughout the city departments. Robert Brown asked how the calculation would be made for each department. Jennifer Walker stated it would be based on acceptable accounting practices and would depend upon the department. For example, in the city administration department it might be based on the total number of CIP items that go before the Board

of Directors relative to the overall total of items that go before the Board. In other departments it may be a breakdown of the time and task by employee for work completed towards the CIP. Stan Vlademar questioned the current amount of the CIP funding that was allocated towards administration/support services. Jennifer noted it was around 10%. Stan Vlademar thought that was reasonable. Robert Brown asked how long it would be before we get the allocation report. Jennifer stated it would be at least a couple of months. Robert Brown tabled the issue until the next meeting.

Robert Brown stated that the overall total number of city employees has increased over the years and asked Jeff Dingman if there has ever been a study to see if we have too many employees. Jeff Dingman stated there was a project a few years ago that evaluated the number of employees in each department and determined that the city did not have too many employees.

David Armbruster asked Stan Snodgrass how many projects we currently have. Stan Snodgrass stated that we have 30 to 40 projects in various stages of engineering and construction. David asked about having a monthly presentation on the status of all the projects that the engineering department is overseeing. Stan Snodgrass reiterated the purpose of the CIP committee is to serve in an advisory capacity to recommend an annual Capital Improvement Plan for city projects relating to streets, bridges and associated drainage. Stan Vlademar asked when a project is bid and awarded to a contractor do they have a certain amount of days to complete the project? Stan Snodgrass stated yes there is a specific time, however time extensions are allowed for weather and unforeseen items that arise during the construction.

Stan Vlademar said with streets in the May-Lecta neighborhood being re-surfaced, the neighborhood is worried about people speeding down those streets and he wants to know if speed bumps can be put in. Robert Brown stated that the condition of the road is our concern. Stan Snodgrass noted that the city does not install speed bumps and that this issue has been discussed with the Board of Directors several times in recent years.

Stan Snodgrass stated we had received a draft report from TEC on North 50th Street between Grand Avenue and Midland Boulevard. Stan noted that the report separated North 50th into the following four sections and included recommendations for each.

Section 1 is from Grand Avenue to North O Street. Traffic flows well in this area and no improvements are recommended.

Section 2 is from North O Street to Kelley Highway. Traffic volumes justify lengthening the northbound left turn lane at Kelley Highway. Stan noted that the turn lane would be lengthened with the overlay project that will be completed this summer.

Section 3 is from Kelley Highway to Spradling Avenue. This section experiences congestion due to the proximity of Sutton Elementary School adjacent to the Kelley Highway intersection. The initial recommendation is the addition of a continuous center turn lane on North 50th Street extending from Kelley Highway to the most northern Sutton

Elementary School driveway. The report notes that further widening of North 50th Street may not be needed after extending the center turn lane past the school. The recommendation should be reevaluated at that time.

Section 4 is from Spradling Avenue to Midland Boulevard. Traffic flows well in this area and no improvements are recommended. It was noted that during the fair and other events that the traffic volume is heavier. Stan noted that widening the street in this area would likely cause an increase in speeding traffic.

Robert asked that a cost estimate be prepared to widen the entire section of North 50th Street between Grand Avenue and Midland Boulevard. David Armbruster made a motion to prepare a preliminary cost estimate based on the recommended improvements and we would look at adding it to the 5 year CIP once those costs are determined. Tiffinee Baker seconded the motion. 5 were in favor and 0 were opposed. Stan said he would get a cost estimate for recommended improvements at the next CIP meeting.

Philip Rosar stated that S. 74th Street is being paved today.

David Armbruster asked what percentage of the Jenny Lind & Ingersoll widening project has been completed. Stan Snodgrass stated that it is approximately 50% complete.

Robert Brown asked who looks and approves our contracts. Stan Snodgrass noted that the Board approves the contracts but they are reviewed by our city attorney.

Philip Rosar asked where we are with the new street rating evaluation. Stan Snodgrass stated Greg Riley, Brian Waldrip and himself met with the Pavement Management Team (Greenberg Farrow) and they have developed a proposal that our IT Department is working with them on now. Stan noted the ratings should be underway later this spring.

Stan Vlademar stated that we needed to start meeting on a quarterly basis instead on once a month. Stan Snodgrass agreed, but noted that later in the summer as it gets closer to compilation of the annual CIP, we may need to meet more often. Stan Vlademar made a motion to meet next on May 18, 2017. Tiffinee Baker seconded the motion. 5 were in favor and 0 were opposed.

Citizen's Forum

No one spoke at the citizen's forum.

The next meeting will be May 18, 2017 at 12:00 p.m. in the Planning Conference Room #326.

With no further discussion or business, a motion to adjourn was made by Robert Brown and seconded by Tiffinee Baker at 1:15 p.m. 5 were in favor and 0 were opposed.